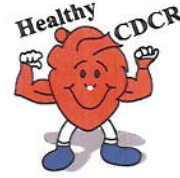
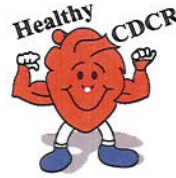
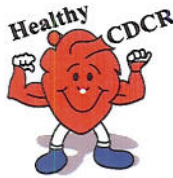


YOUR HEALTH



Tips for Staying Healthy from The Office of Employee Wellness

Work-Life balance: Ways to restore harmony and reduce stress

Finding work-life balance in today's frenetically-paced world is no simple task. Spend more time at work than at home and you miss out on a rewarding personal life. Then again, if you're facing challenges in your personal life such as caring for an aging parent or coping with marital or financial problems, concentrating on your job can be difficult.

Whether the problem is too much focus on work or too little, when your work life and your personal life feel out of balance, stress – and its harmful effects – is the result.

It isn't easy to juggle the demands of career and personal life. For most people, it's an ongoing challenge to reduce stress and maintain harmony in key areas of their life. Here are some ideas to help you find the balance that's best for you:

- **Keep a log** – Track everything you do for one week. Include work-related and non-work related activities. Decide what's necessary and satisfies you the most. Cut or delegate activities you don't enjoy, don't have time for or do only out of guilt.

- **Manage your time** – Organize household tasks efficiently. Doing one or two loads of laundry every day rather than saving it all for your day off, and running errands in batches rather than going back and forth several times are good places to begin. A weekly family calendar of important dates and a daily list of to-dos will help you avoid deadline panic.
- **Rethink your cleaning standards** – An unmade bed or sink of dirty dishes won't impact the quality of your life. Do what needs to be done and let the rest go.
- **Nurture yourself** – Set aside time each day for an activity that you enjoy, such as walking, working out or listening to music. Unwind after a hectic workday.
- **Set aside one night each week for recreation** – Take the phone off the hook, power down the computer and turn off the TV. Discover activities you can do with your partner, family or friends. Making time for activities you enjoy will rejuvenate you.
- **Protect your day off** – Try to schedule some of your routine chores on workdays so that your days off are more relaxing.
- **Get enough sleep** – There's nothing as stressful and potentially dangerous as working when you're sleep-deprived.
- **Bolster your support system** – Give yourself the gift of a trusted friend or co-worker to talk with during times of stress or hardship. Ensure you have trusted friends or relatives who can assist you when you need to work overtime or travel for your job.

Balance doesn't mean doing everything. Examine your priorities and set boundaries. Be firm in what you can and cannot do. Only you can restore harmony to your lifestyle.

Content by: MayoClinic.com

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For more information please visit the Office of Employee Wellness website <http://intranet/HR/OEW/default.asp>

Questions or ideas for future topics may be directed to Michelle Brooks at michelle.brooks@cdcr.ca.gov

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